

DONGGUK UNIVERSITY LOS ANGELES

COVID-19 Prevention Plan

December 3, 2020

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INTRODUCTION

Dongguk University Los Angeles (DULA) is committed to providing a safe and healthy environment for all of our students and employees. Accordingly, the following COVID-19 Prevention Plan has been developed to ensure a safe return to campus operations.

Our goal is to mitigate the potential for transmission of COVID-19 in the classroom, workplace, and community. All students, faculty, and staff of DULA are responsible for implementing and complying with all aspects of this COVID-19 Prevention Plan. Leadership, supervisors of staff, and faculty have the full support in enforcing the provisions of this plan.

DULA's COVID-19 Prevention Plan ("Plan") includes how our school will implement, at a minimum, the following:

- infection prevention protocols;
- cleaning, disinfection, and decontamination protocols;
- prompt identification and isolation of sick persons; and
- personnel to ensure implementation of the plan.

This Plan is created to meet the guidelines set forth by local, state, and federal health agencies, and additional state orders in effect where DULA operates physical facilities.

INFECTION PREVENTION PROTOCOLS

All members of DULA community must cooperate in a concerted effort to prevent the spread of illness. At campuses and offices, the following protocols are in effect and must be followed.

Physical Presence Protocols

- To the greatest extent possible, DULA will offer courses in a distance learning modality.
- Student use of campus facilities is limited only to students who have a scheduled on-campus instruction where distance learning is not possible. Student use of campus facilities is limited only to the time of the scheduled course.
- Employees whose physical presence is not necessary to support required on-campus instruction will be expected to continue remote work to the greatest extent possible, excepting employment activities required for minimum business operations, until further notice.
- No community visitors will be allowed entry to the campus until further notice.

Hygiene Protocols

- Avoid touching eyes, nose, and mouth.
- Cover coughs or sneezes with a tissue, then throw the tissue in the trash.
- Wash hands often with soap and water for at least 20 seconds, especially after using the restroom; before eating; and after blowing nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Consider changing clothes when arriving home from school and washing any clothing that has been in public spaces.

Masking Protocols

- Students, faculties and employees are required to wear a face mask to enter the campus.
- A face mask must be worn at all times.
- If a student, faculties and employees arrive to the campus without a face mask, then a mask may be provided by DULA. A reminder will be given that a mask is required for future physical presence at the campus. Repeated attempts to enter the campus or office without a mask may result in academic or workplace attendance ramifications and entry may be denied.

- In cases where a mask cannot be worn due to medical reasons, a disability accommodation must be requested and approved.
- Face masks may include homemade cloth face masks, as long as they meet CDC guidelines and are washed daily when worn. CDC guidelines may be reviewed at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-facecoverings.html>.

Social Distancing Protocols

- Maintain a distance of at least 6 feet (about two arms' length) from other people to the greatest extent possible.
- Assigned seating requirements or workstation requirements by staff, faculty, or supervisors must be observed and followed, and stay in your assigned area as much as possible.
- Eliminate physical contact with others, including but not limited to handshakes, hugs, high-fives, etc.
- Avoid touching high-touch surfaces to the greatest extent possible.
- Follow all directional signs to reduce the flow of traffic in the campus.
- One employ work in one office.
- Eliminate face-to-face desk layouts, face-to-face meeting and eating together to the greatest extent possible.
- Assigned seating requirements or workstation requirements by staff, faculty, or supervisors, must be observed and followed.
- No gatherings of greater than 15 people in the same physical space are allowed until further notice.
 - Classrooms and meeting rooms will be organized to allow for the lesser of 15 chairs/personnel stations, or 50% of the maximum occupancy limit for the room, with at least 6 feet of spacing.
 - Sitting or standing positions should not exceed the minimum distance required.
 - Common areas, including but not limited to student and employee break rooms, student lounge, faculty lounge and unused classrooms are closed until further notice.
- Certain course work or clinic operation practice of person-to-person skills that do not allow for proper social distancing at all times—such as hands-on course work and internship/residency—may necessitate the instruction to minimize the risk of infection.
- Employee and student will not utilize other's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.

Travel-Based Restrictions

All students and employees of DULA are required to self-disclose recent travel to DULA prior to returning to the campus if the travel meets any of the following conditions:

1. Any international travel outside of the United States.
2. The travel included any time aboard a cruise ship regardless of destination ports.

DULA will impose a 14-Day Travel-Based Restriction on any student or employee meeting any one of the above conditions regardless of whether the individual is symptomatic or asymptomatic; and the 14-day restriction will commence the day following return from the qualifying-conditioned travel. A Travel-Based Restriction will prohibit the student or employee from participating in any activity that requires in-person presence at a DULA campus or that requires in-person presence at off-site events sponsored and controlled by the College.

Non-Essential Business Travel

All non-essential business travel of the College has been cancelled until further notice. DULA will continue to assess its travel planning in consultation with governmental recommendations and health guidelines.

CLEANING, DISINFECTING, AND DECONTAMINATION PROTOCOLS

Cleaning removes dirt and most germs and is usually done with soap/detergent and water. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore risk of spreading infection. Disinfecting kills most germs, depending on the type of chemical (e.g., EPA-registered disinfectants), and only when the chemical product is used as directed on the label. Disinfecting does not necessarily clean dirty surfaces or remove germs, but killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Cleaning Protocols

- Nightly cleaning services will be conducted by the janitor hired by DULA or third-party janitorial firms per the terms of their contracts with DULA. Cleaning and Disinfecting Protocols after On-Site Activities
- At the end of each on-campus class, students and employees are expected to clean and disinfect high-touch areas in the classroom or laboratory environment, including but not limited to tables, counters, chairs, door handles, etc.
- Employees are expected to regularly clean and disinfect high-touch areas in offices and work stations used by the employee, including but not limited to desks, chairs, keyboards, touch screens, door handles, telephones, etc.

Decontamination Protocol After Facility Exposure to Confirmed COVID-19 Case

- Should a known case of COVID-19 occur on the premises, the location will be closed until an enhanced cleaning has been conducted.
- The enhanced cleaning will follow the most recent recommendations and guidelines on environmental cleaning published by the CDC and Work Health Organization (WHO) and OSHA and may include use of broad spectrum kill disinfectant products and techniques.
- Focus areas will be touch points the infected individual may have come in contact with and common area spaces.

PROMPT IDENTIFICATION OF SICK PERSONS

Assumption of Risk

On-campus instructional activities that cannot be performed in a distance learning modality and on-site employment activities that cannot be performed remotely present a risk of exposure to COVID-19 even when social distancing, hygiene, and other preventative measures are undertaken. Students and employees will be required to read and acknowledge this plan showing an understanding that visiting a campus, office, or other location of DULA to pursue an academic experience or to work is a voluntary decision and operates as an express assumption of risk.

Self-Screening Protocols Prior to Entering to the campus

Students and employees are required to self-screen for signs and symptoms of COVID-19 via a Daily Self-Screening Checklist prior to entering to DULA facility.

1. If you feel healthy and have not been in close contact with a person with COVID-19: Check for symptoms before coming to a College facility. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

- Complete a Daily Self-Screening Checklist before coming to the DULA facility.
- Consult a healthcare professional and follow CDC guidance (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html>), if symptoms develop.

2. If you feel healthy, but recently had close contact with an asymptomatic person who had close contact with a person with COVID19 (i.e. a contact of a contact): Check for symptoms before coming to a College facility. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

- Complete a Daily Self-Screening Checklist before coming to the DULA facility.
- Consult a healthcare professional and follow CDC guidance (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html>), if symptoms develop.

3. If you feel healthy, but had close contact with a person with COVID-19 within the last 14-days: (Close Contact is spending 15 or more minutes within six feet of an individual with confirmed COVID-19, including a period of time of 48 hours before the individual became symptomatic): Do not come to DULA facility:

Self-Quarantine

- Stay home until 14 days after last exposure.
- Check temperature twice a day and watch for symptoms of COVID-19.
- Notify DULA student service coordinator or HR manager.
- Consult a healthcare professional and follow CDC guidance (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html>), if symptoms develop.

Return to DULA Facility

- After 14-days since last exposure has passed, and
- Experience no symptoms of COVID-19

4. If you have been diagnosed with COVID-19 after being tested for COVID-19, or are waiting for test results, or have cough, fever, shortness of breath, or other symptoms identified on the Daily Self-Screening Checklist: Do not come to DULA facility.

Self-Isolate

- Stay home.
- Notify DULA student service coordinator or HR manager.
- Consult a healthcare professional and follow CDC guidance for caring for yourself (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/steps-when-sick.html>)

Return to DULA Facility

- If you were symptomatic, but never had a test to confirm diagnosis, then all of the following must be true to return:
 - 10 days since symptoms first appeared, and
 - 3 days with no fever without use of fever-reducing medications, and
 - Other symptoms have improved (i.e. when your cough or shortness of breath have improved)
- If you were symptomatic and were diagnosed after being tested, then all of the following must be true to return:
 - 10 days since symptoms first appeared, and
 - 3 days with no fever without use of fever-reducing medications, and
 - Other symptoms have improved (i.e. when your cough or shortness of breath have improved)
- If you were tested, but were never symptomatic, then the following must be true to return:
 - 10 days have passed since test

This guidance is current as of this publication, but is superseded by any additional CDC guidance published at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-aresick/end-home-isolation.htm>.

In all cases, follow the guidance of your doctor and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Some people, for example those with conditions that weaken their immune system might continue to shed virus even after they recover.

Development of Symptoms While at the DULA Facility

DUAL shall designate a space as an Isolation Room to be solely used in the event a student or employee becomes ill. The purpose of the room is to provide a holding location for the student or employee to be picked up or attended by emergency services. The Isolation Room will be disinfected after use by a person with COVID-19 symptoms. If a student or employee develops a cough, fever, shortness of breath, or other symptoms identified on the Daily Self-Screening Checklist; receives notification that they have tested positive for COVID-19; or learns that they had been in close contact with an individual diagnosed with COVID-19 while at the DULA facility, then:

- Notify DULA student service coordinator or HR manager, and immediately go to the isolation room on campus.
- Contact health care provider via phone for consultation.
- Do not use public transportation. Either a) drive home, if able; or b) contact a friend/family member(s) for transportation. Remain in the isolation room until campus departure.

After leaving the building:

- DULA will institute appropriate cleaning, disinfecting, or decontamination protocols.
- The sick individual should remain in contact with DULA to ensure proper support is provided to the student or employee.
- Sick individual must self-isolate according to the CDC guidelines.
- For students, the faculty or Academic department will provide, whenever possible, homework make-up assignments. If a student misses clinical, every attempt will be made to provide make-up sessions for the student to ensure success and mastery of objectives. However, depending on the severity and length of the absence, a medical leave may be the best option for the student. The Dean and faculty will collaborate to ensure the best options have been

- vetted for the student. Existing policies and practices regarding student attendance remain in effect.
- For employees, the employee's supervisor will work with the employee and put the employee in contact with the human resources department for further guidance consistent with DULA employee sick policies.

Documentation of Reported COVID-19 Symptoms and Health Information

Upon notification that a student or employee has been diagnosed with COVID-19, has COVID-19 symptoms, or has had close contact with a person diagnosed with COVID-19, DULA will contact the student/employee to gather necessary information for DULA response.

All COVID-19 health information collected will be kept in a confidential health record separate from the student's academic record or employee's employment record. Access to this information will be granted on a need-to-know basis for purposes of DULA response and planning, and only to the extent allowed under law.

Response to a Confirmed Case of COVID-19

- Upon notification that a confirmed COVID-19 case on campus, DULA will contact the appropriate health officials for required reporting and guidance.
- The location where it was exposed will be closed until an enhanced cleaning has been conducted.
- The enhanced cleaning will follow the most recent recommendations and guidelines on environmental cleaning published by the CDC and Work Health Organization (WHO) and OSHA and may include use of broad spectrum kill disinfectant products and techniques.
- DULA will perform contact tracing to attempt to identify all persons who may have been in contact with the diagnosed individual at DULA. Unless required by the local health authority, the name of the infected individual will not be disclosed.
- DULA will notify individuals when they have been in contact with a diagnosed individual.
- Individuals without close contact with the person who is sick can return to the location immediately after disinfection.

PERSONNEL TO ENSURE IMPLEMENTATION OF THE PLAN

Campus Emergency Directors will supervise, manage and support the ongoing implementation of this plan.

Student service coordinator will be direct contact person to be reached from students regarding this plan:

- ac@dula.edu, 213-864-1633

HR manager will be direct contact person to be reached from employee regarding this plan:

- hr@dula.edu, 213-487-0110 #110

All PPE and cleaning supplies must be stored in accordance with product recommendations, and in a secure and locked area. Access to PPE and cleaning supplies is restricted to those persons with responsibilities for distribution and use.

INSTITUTIONAL CERTIFICATION

This COVID-19 Prevention Plan has been certified by DULA executive leadership and will be announced to students and employees. It will be updated as necessary.

On behalf of DULA, I affirm my commitment to implement and follow this COVID-19 Prevention Plan.



Seung Deok Lee
President of DULA
December 3, 2020

STUDENT / EMPLOYEE CERTIFICATION

I certify that I have read, understood, and agreed to my rights and responsibilities, and that all the policies written above have been clearly explained to me.

Student/Employee Name

Signature

Date